



Dennis Rader <dennis.rader@lacity.org>

LARCHMONT VILLAGE BID

1 message

Thomas Kneafsey <tom@metropolitanholding.com>
To: dennis.rader@lacity.org

Wed, May 3, 2017 at 4:45 PM

Dennis,

These are the minutes along with the CPI support


Thomas Kneafsey

200 No. Larchmont Blvd.

Los Angeles, CA 90004-3707

(P): 323-463-4220

(F): 323-463-4412

 **2309_001.pdf**
147K



Dennis Rader <dennis.rader@lacity.org>

Re: LARCHMONT VILLAGE BID

1 message

Dennis Rader <dennis.rader@lacity.org>

Tue, May 9, 2017 at 7:29 AM

To: Thomas Kneafsey <tom@metropolitanholding.com>

Thank you.

On Wed, May 3, 2017 at 4:45 PM, Thomas Kneafsey <tom@metropolitanholding.com> wrote:

Dennis,

These are the minutes along with the CPI support

Thomas Kneafsey

200 No. Larchmont Blvd.

Los Angeles, CA 90004-3707

(P): [323-463-4220](tel:323-463-4220)

(F): [323-463-4412](tel:323-463-4412)

--
Dennis Rader

Technical Research Supervisor

Los Angeles City Clerk, NBID Division

213-978-1120



Dennis Rader <dennis.rader@lacity.org>

Re: Larchmont Village BIDProperty Assessment Database for 2018

1 message

Dennis Rader <dennis.rader@lacity.org>

Tue, May 2, 2017 at 11:11 AM

To: Thomas Kneafsey <tom@metropolitanholding.com>

Cc: Rita Moreno <rita.moreno@lacity.org>

Thanks Thomas. To include the *CPI* increase, I'll need a copy of the board minutes showing the increase, or an official letter from the BID detailing the increase. I believe you sent me a copy of the minutes last year.

On Tue, May 2, 2017 at 10:52 AM, Thomas Kneafsey <tom@metropolitanholding.com> wrote:

Dennis,

Attached is the 2018 database for LVBID. Our board met this morning and approved the 2.7% CPI increase for 2018. If you have any questions please contact me.

Tom Kneafsey

Larchmont Village President

Thomas Kneafsey

200 No. Larchmont Blvd.

Los Angeles, CA 90004-3707

(P): [323-463-4220](tel:323-463-4220)

(F): [323-463-4412](tel:323-463-4412)

--

Dennis Rader

Technical Research Supervisor

Los Angeles City Clerk, NBID Division

213-978-1120



Larchmont Village Property Owners Association
Board of Directors Meeting
May 2, 2017, 9:00 am
200 N. Larchmont Blvd., Los Angeles, CA 90004

Meeting called to order at 9:05am

Role Call: Board members present were Tom Kneafsey, Mary Frances Fenady, Joanna Vernetti, Gina St Aubin

Invited attendees: BID Co-Executive Directors Heather Boylston and Rebecca Hutchinson: Rita Morena LA City Clerk's Office

Public Comment

None.

Brown Act

Confirmed that all received and reviewed Brown Act info and meeting materials.

Introduction of Gina St. Aubin

Introduced Gina St Aubin and welcomed her as new Board member, replacing Eva Yamamoto (Simms Development). Tom Kneafsey motioned to approve the nomination of Gina St Aubin to the Board, Mary Frances Fenady seconded; motion passed unanimously.

Tom Kneafsey motioned that Mary Frances Fenady be Board secretary to replace previous Board member who held the position; Gina St Aubin seconded; motion passed unanimously.

Website Update

Discussion of progress of revisions being made to BID web site to make it a better marketing tool and information exchange for the BID; it is expected to be live within a month.

New Tenant Update

Tom Kneafsey gave an update on new tenants in the BID: Trina Turk and Jeni's are open; MAC is scheduled to open in less than 3 weeks; Mr. Holmes Bakehouse coming soon; Pinches just closed.

Trees and Sidewalks

Discussion of progress of tree and sidewalk replacement management plan.

Review and Amend By-laws

Tom Kneafsey made a motion to form a subcommittee to review and update our by-laws. Joanna Verneti seconded. Motion passed unanimously. Tom Kneafsey, Joanna Verneti, Heather Boylston, Rebecca Hutchinson to serve on subcommittee.

Time-Sensitive Addition to Agenda:

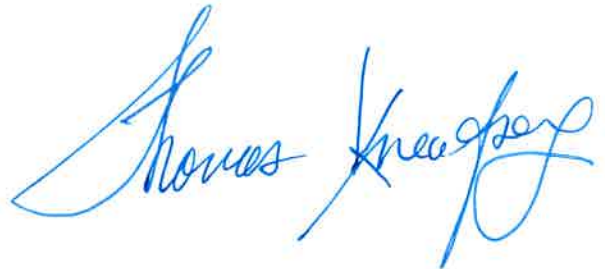
Tom Kneafsey motioned that the Board agree the need to vote on the City's CPI increase (which arrived at the BID after this meeting's agenda was posted) was time sensitive and needed to be voted on at today's meeting; Mary Frances Fenady seconded. The motion passed unanimously.

Tom Kneafsey motioned to approve the City's annual CPI increase of 2.7%, allowing for property owner assessments to be adjusted upwards by 2.7%. Gina St. Aubin seconded. The motion passed unanimously.

New Business

None.

Meeting adjourned at 9:44am

A handwritten signature in blue ink, reading "Thomas Kneafsey". The signature is fluid and cursive, with the first name "Thomas" written in a larger, more prominent script than the last name "Kneafsey".

Western Information Office

Western Consumer Price Index Card

[Monthly and Bimonthly Indexes](#)
[Semiannual Indexes](#)
[1-Page PDF Version of Pacific Cities Card](#) the PDF is preferred for printing (note that the tables below are updated several hours before the PDF version).

Monthly and Bimonthly Indexes

Consumer Price Index for All Urban Consumers (CPI-U) in Pacific Cities and U.S. City Average (1982-84=100 unless otherwise noted)

Monthly Data	All Items Indexes			Percent change		
	Mar 2016	Feb 2017	Mar 2017	12 months ended		1 month ended
				Feb 2017	Mar 2017	
U.S. City Average (1967=100)	238.132	243.603	243.801	2.7	2.4	0.1
Los Angeles-Riverside-Orange County, CA (1967=100)	247.873	253.815	254.525	2.7	2.7	0.3
West (Dec. 1977=100)	732.326	749.881	751.980			
West - A ⁽¹⁾ (Dec. 1977=100)	245.404	252.252	252.949	3.0	3.1	0.3
West - B/C (Dec. 1996=100) ⁽²⁾	396.681	407.752	408.878			
	251.941	259.316	260.092	3.2	3.2	0.3
	410.825	422.851	424.116			
	144.264	147.451	147.880	2.3	2.5	0.3

Footnotes

(1) 1,500,000 population and over

(2) Less than 1,500,000

Schedule of [Upcoming Releases for the Consumer Price Index](#)
Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) in Pacific Cities and U.S. City Average (1982-84=100 unless otherwise noted)

Monthly Data	All Items Indexes			Percent change		
	Mar 2016	Feb 2017	Mar 2017	12 months ended		1 month ended
				Feb 2017	Mar 2017	
U.S. City Average (1967=100)	232.209	237.477	237.656	2.8	2.3	0.1
Los Angeles-Riverside-Orange County, CA (1967=100)	691.681	707.371	707.906			
West (Dec. 1977=100)	239.146	244.254	244.932	2.5	2.4	0.3
West - A ⁽¹⁾ (Dec. 1977=100)	706.751	721.845	723.848			
West - B/C (Dec. 1996=100) ⁽²⁾	237.415	243.810	244.489	3.0	3.0	0.3
	381.987	392.277	393.369			
	242.272	248.896	249.591	3.1	3.0	0.3
	392.191	402.914	404.039			
	143.516	146.832	147.298	2.5	2.6	0.3

Footnotes

(1) 1,500,000 population and over

(2) Less than 1,500,000

Schedule of [Upcoming Releases for the Consumer Price Index](#)

	Larchmont Village 2017-18 Govt Parcel		
	Govt Parcel		
#	<i>PARCEL NO.</i>	<i>ASSESSMENT</i>	<i>Agency Acct #</i>
1	5515018900	5,974.49	188.77



Eugene Van Cise <eugene.vancise@lacity.org>

2015 Annual Planning Report Template

1 message

Eugene Van Cise <eugene.vancise@lacity.org>
To: "tom@metropolitanholding.com" <tom@metropolitanholding.com>
Cc: Erin Dolan <erin.dolan@dolanknight.com>

Fri, Oct 3, 2014 at 11:51 AM

Tom,

The attached materials were recently mailed to your BID. I am sending them as email attachments so that you have the templates in usable formats (Word and Excel) to prepare your 2015 Annual Planning Report.

Please contact me if you should have any questions.

Eugene Van Cise
Management Analyst
Office of the City Clerk
[213-978-1315](tel:213-978-1315)

4 attachments

**APR Reminder Letter.pdf**

169K

**Cover Letter APR.docx**

18K

**2015 Annual Planning Report template.doc**

53K

**2015 Revenues Expenditures.xlsx**

12K



Eugene Van Cise <eugene.vancise@lacity.org>

2015 Annual Planning Report

1 message

Eugene Van Cise <eugene.vancise@lacity.org>

Tue, Dec 16, 2014 at 10:28 AM

To: "tom@metropolitanholding.com" <tom@metropolitanholding.com>, Erin Dolan <erin.dolan@dolanknight.com>

Tom,

The Larchmont Village BID's 2015 Annual Planning Report was adopted by the City Council today.

Eugene Van Cise
Management Analyst
Office of the City Clerk
[213-978-1315](tel:213-978-1315)



Eugene Van Cise <eugene.vancise@lacity.org>

Larchmont BID 2018 Assessments

1 message

Eugene Van Cise <eugene.vancise@lacity.org>
To: "tom@metropolitanholding.com" <tom@metropolitanholding.com>

Thu, Jun 15, 2017 at 12:52 PM

Tom,

The assessment amount submitted for the government parcel of \$5,974.49 is incorrect. The correct amount, based on an assessment increase of 2.7%, is \$6,052.05.

Please contact me if you should have any questions.

Eugene Van Cise
Management Analyst II
Office of the City Clerk
[213-978-1315](tel:213-978-1315)



Eugene Van Cise <eugene.vancise@lacity.org>

Larchmont Village BID Insurance

1 message

Eugene Van Cise <eugene.vancise@lacity.org>
To: "tom@metropolitanholding.com" <tom@metropolitanholding.com>
Cc: Erin Dolan <erin.dolan@dolanknight.com>

Tue, Mar 1, 2016 at 1:47 PM

Tom,

The waiver for your BID's Workers' compensation Insurance expired on 1/13/16. Please sign the attached waiver, scan it and email it to me. We cannot process any invoices for your BID until we receive it. Thanks.

Eugene Van Cise
Management Analyst II
Office of the City Clerk
[213-978-1315](tel:213-978-1315)



40T Ins Waiver Request (2).pdf

52K

Eugene Van Cise <eugene.vancise@lacity.org>

Re: 2017 Annual Planning Report- LVPOA

1 message

Eugene Van Cise <eugene.vancise@lacity.org>
To: Erin Dolan <erin.dolan@dolanknight.com>
Cc: "tom@metropolitanholding.com" <tom@metropolitanholding.com>

Wed, Nov 30, 2016 at 11:01 AM

Erin,

Annual Planning Reports are now submitted online. A link to the online portal was sent to Tom Kneafsey on October 26th. The process is fairly straightforward and I am available to answer any questions.

For security purposes, Tom Kneafsey needs set up the password by logging in via the email that was sent to him. After he does so, he may share the password information with you, but you will have to login with his email address and password.

Eugene Van Cise
Management Analyst II
Office of the City Clerk
[213-978-1315](tel:213-978-1315)

On Wed, Nov 30, 2016 at 10:45 AM, Erin Dolan <erin.dolan@dolanknight.com> wrote:

Mr. Van Cise,

Please find the 2017 Annual Planning Report for Larchmont Village attached.

Erin Dolan
Vice President

Dolan & Knight Property Management, Inc.
180 S. Lake Ave. #420
Pasadena, CA 91101
[\(626\) 584-8007](tel:626-584-8007)

Eugene Van Cise <eugene.vancise@lacity.org>

RE: Larchmont Village BID Insurance

1 message

Thomas Kneafsey <tom@metropolitanholding.com>

Tue, Mar 1, 2016 at 3:44 PM

To: Eugene Van Cise <eugene.vancise@lacity.org>Cc: Erin Dolan <erin.dolan@dolanknight.com>[See attached](#)

From: Eugene Van Cise [<mailto:eugene.vancise@lacity.org>]**Sent:** Tuesday, March 01, 2016 1:48 PM**To:** tom@metropolitanholding.com**Cc:** Erin Dolan**Subject:** Larchmont Village BID Insurance

Tom,

The waiver for your BID's Workers' compensation Insurance expired on 1/13/16. Please sign the attached waiver, scan it and email it to me. We cannot process any invoices for your BID until we receive it. Thanks.

Eugene Van Cise

Management Analyst II

Office of the City Clerk

[213-978-1315](tel:213-978-1315)**20160301152818.pdf**

60K

Eugene Van Cise <eugene.vancise@lacity.org>

RE: Reminder: 2017 Annual Planning Report Due

1 message

Thomas Kneafsey <tom@metropolitanholding.com>

Wed, Nov 30, 2016 at 11:11 AM

To: Eugene Van Cise <eugene.vancise@lacity.org>Cc: Erin Dolan <erin.dolan@dolanknight.com>

Eugene,

Please resend the 10/26/16 link to me.

Thanks,

Tom

From: Eugene Van Cise [<mailto:eugene.vancise@lacity.org>]**Sent:** Monday, November 28, 2016 10:42 AM**To:** tom@metropolitanholding.com**Subject:** Reminder: 2017 Annual Planning Report Due

Mary,

This email is a reminder that the 2017 Annual Planning Report for the Larchmont Village BID is due on December 1, 2016.

Annual Planning Reports are now submitted online. A link to the online portal was sent to you on October 26th. The process is fairly straightforward and I am available to answer any questions you may have.

Eugene Van Cise

Management Analyst II

Office of the City Clerk

[213-978-1315](tel:213-978-1315)



Eugene Van Cise <eugene.vancise@lacity.org>

Reminder: 2016 assessment data due Monday, June 1st

1 message

Eugene Van Cise <eugene.vancise@lacity.org>

Thu, Apr 30, 2015 at 11:06 AM

To: "tom@metropolitanholding.com" <tom@metropolitanholding.com>, Erin Dolan <erin.dolan@dolanknight.com>

Tom,

In order to ensure the timely placement of the property assessment data on the County of Los Angeles property tax rolls, please submit your BID's property assessment data to our Office no later than **Monday, June 1, 2015**.

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns. Government owned parcels (if any) are to be included on a separate sheet and same format in the same Excel file as non-government owned parcels.

Note that the database must be formatted as follows:

- **Have two digits to the right of the decimal**
- **All zero assessment parcels removed**
- **Agency account number is listed just once at the top of the sheet**
- **No totals**
- **No currency formatting**
- **No dashes in the parcels numbers**
- **No hidden rows or columns**
- **No formulas (only numbers and text)**

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at Dennis.Rader@lacity.org.

The BID's property assessment database must be submitted even if there will be no changes for the 2016 assessment year. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized an increase, please submit a copy of the Board's authorization along with the BID's property assessment database.

Please note that the annual data submission is a contract obligation and that pending invoices will not be processed until all contractual obligations are fulfilled.

If you have any questions, please contact our office at [\(213\) 978-1099](tel:2139781099).

Eugene Van Cise

Management Analyst

5/11/2018

City of Los Angeles Mail - Reminder: 2016 assessment data due Monday, June 1st

Office of the City Clerk

[\(213\) 978-1315](tel:(213)978-1315)



County Submittal Template 2015.xlsx

12K



Eugene Van Cise <eugene.vancise@lacity.org>

Workers' Compensation Insurance

1 message

Eugene Van Cise <eugene.vancise@lacity.org>
To: "tom@metropolitanholding.com" <tom@metropolitanholding.com>

Thu, Dec 26, 2013 at 3:52 PM

Tom,

You recently received a letter stating that the Larchmont Village BID's workers' compensation insurance had expired and needed to be renewed. This letter was sent to you in error. What the letter should have stated is that waivers of workers' compensation insurance must now be renewed every year. Please print, sign and date the attached form and return it to me.

Please contact me if you should have any questions.

Eugene Van Cise
Management Analyst
Office of the City Clerk
200 N. Spring Street, Room 224
Los Angeles, CA 90012
[213-978-1315](tel:213-978-1315)

 **Workers' Comp Waiver_0001 (1).pdf**
54K

City of Los Angeles
Request for Waiver
Workers' Compensation Insurance Requirement

Business

Legal Name: Larchmont Village Property Owners Association

Address: 180 S. Lake Ave. #420
Pasadena, CA 91101

Legal Form ☐ Sole Proprietor ☐ Limited Partnership ☐ General Partnership ☐ Corporation
 ☐ Business Trust ☐ Limited Liability Company ☒ Other: Non-profit

Contact Person (Name and Telephone): Thomas Kneafsey (323) 463-4220

City Reference

City Agency City Clerk Contact Name/Telephone Eugene VanCise (213) 978-1315

Document Reference: C-121635 Any work performed on City Premises? ☐ Yes ☒ No
(bid, contract, job no., location, etc.)

Nature of work to be performed for City: Business Improvement District Administration

Declaration:

With respect to the above-mentioned business, I hereby warrant that the business has no employees other than the owners, officers, directors, partners or other principals who have elected to be exempt from Worker's Compensation coverage in accordance with California law. I further warrant that I understand the requirements of Section 3700 et seq. of the California Labor Code with respect to providing Worker's Compensation coverage for any employees of the above mentioned business. I agree to comply with the code requirements and all other applicable laws and regulations regarding workers compensation, payroll taxes, FICA and tax withholding and similar employment issues. I further agree to hold the City of Los Angeles harmless from loss or liability which may arise from the failure of the above-mentioned business to comply with any such laws or regulations. I therefore request that the City of Los Angeles waive its requirement for evidence of Workers' Compensation insurance in connection with the above-referenced work.

Signature

Risk Management Approval:

Owner, Officer, Director, Partnership or other Principal

Title

1/13/16

Date

Larchmont Village Property Business Improvement District

2015 Annual Planning Report

Template

District Name

This report is for the Larchmont Village Property Business Improvement District (District). The District is operated by the Larchmont Village Property Owners Association, a California non-profit corporation.

Fiscal Year of Report

This report applies to the 2015 Fiscal year. The District Board of Directors approved the 2015 Annual Planning Report at the (Month/Day), 2014 Board of Director's meeting.

Boundaries

There are no changes to the District boundaries for 2015.

Benefit Zones

The District has one benefit zone. For 2015 there will be no changes to the District's benefit zone.

2015 IMPROVEMENTS, ACTIVITIES AND SERVICES

Streetscape Services: \$0,000,000.00 (00.00%)

(Descriptive paragraph of 2015 'Streetscape Services' activity/service)

Marketing & Promotions: \$0,000,000.00 (00.00%)

(Descriptive paragraph of 2015 'Marketing & Promotions' activity/service)

Physical Amenities: \$0,000,000.00 (00.00%)

(Descriptive paragraph of 2015 'Physical Amenities' activity/service)

Administration-Operations: \$0,000,000.00 (00.00%)

(Descriptive paragraph of 2015 'Administration-Operations' activity/service)

Contingency/Special Fees/Reserve: \$0,000,000.00 (00.00%)

(Descriptive paragraph of 2015 'Contingency/Special Fees/Reserve' activity/service)

Total estimate of Cost for 2015: A breakdown of the total estimated 2015 budget is attached to this report as **Appendix A**.

Method and Basis of Levying the Assessment

The Method and Basis for levying the 2015 assessment remains the same as listed in the Management District Plan. Annual assessments are based upon an allocation of program costs and a calculation of assessable square footage. Assessments are determined by street frontage. The assessment rates for 2015 are as follows:

Street Frontage: \$57.202 per linear foot

(There is a 1.7% CPI increase for 2015)

Surplus Revenues

At the end of 2014, the District will have an estimated \$00,000 of surplus revenue that will be rolled over into 2015 budget. The District Board of Directors authorized the rollover at the (Month/Day), 2014 Board of Director's meeting.

Anticipated Deficit Revenues

There are no deficit revenues that will be carried over to 2015.

Contributions from Sources other than assessments: \$00,000
(Descriptive paragraph of other sources of income)

APPENDIX A- TOTAL ESTIMATED REVENUES/EXPENDIURES FOR THE LARCHMONT VILLAGE BID- FY 2015

2015 Assessments	\$124,481	
Estimated Carryover from 2014	X	
Other Income	X	
TOTAL ESTIMATED REVENUES	X	
2015 Estimated Expenditures		Pct.
Streetscape Services	X	X
Marketing & Promotions	X	X
Physical Amenities	X	X
Administration-Operations	X	X
Contingency/Special Fees/Reserve	X	X
TOTAL ESTIMATED EXPENDITURES	X	100.00%

City of Los Angeles
Request for Waiver
Workers' Compensation Insurance Requirement

Business

Legal Name: Larchmont Village Property Owners Association

Address: 180 S. Lake Ave. #420
Pasadena, CA 91101

Legal Form ☐ Sole Proprietor ☐ Limited Partnership ☐ General Partnership ☐ Corporation
 ☐ Business Trust ☐ Limited Liability Company ☒ Other: Non-profit

Contact Person (Name and Telephone): Thomas Kneafsey (323) 463-4220

City Reference

City Agency City Clerk Contact Name/Telephone Eugene VanCise (213) 978-1315

Document Reference: C-121635 Any work performed on City Premises? ☐ Yes ☒ No
(bid, contract, job no., location, etc.)

Nature of work to be performed for City: Business Improvement District Administration

Declaration:

With respect to the above-mentioned business, I hereby warrant that the business has no employees other than the owners, officers, directors, partners or other principals who have elected to be exempt from Worker's Compensation coverage in accordance with California law. I further warrant that I understand the requirements of Section 3700 et seq. of the California Labor Code with respect to providing Worker's Compensation coverage for any employees of the above mentioned business. I agree to comply with the code requirements and all other applicable laws and regulations regarding workers compensation, payroll taxes, FICA and tax withholding and similar employment issues. I further agree to hold the City of Los Angeles harmless from loss or liability which may arise from the failure of the above-mentioned business to comply with any such laws or regulations. I therefore request that the City of Los Angeles waive its requirement for evidence of Workers' Compensation insurance in connection with the above-referenced work.

Signature


Owner, Officer, Director, Partnership or other Principal

Title

Risk Management Approval:

1/13/16

Date

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles CALIFORNIA

OFFICE OF THE
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER

NEIGHBORHOOD AND BUSINESS
IMPROVEMENT DISTRICT DIVISION
200 N. SPRING STREET, ROOM 224
LOS ANGELES, CA 90012
(213) 978-1099
FAX: (213) 978-1130



MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

ERIC GARCETTI
MAYOR

September 23, 2014

Mr. Thomas Kneafsey, President
c/o Larchmont Village Business Improvement District
200 North Larchmont Boulevard
Los Angeles, CA 90004-3703

Re: Reminder for 2015 Annual Planning Report – Larchmont Village Property-based District

Dear Mr. Kneafsey,

This letter serves as a reminder that the 2015 fiscal year Annual Planning Report is **requested by November 1, 2014**. This report is a requirement of your contract with the City of Los Angeles and is also a requirement of the California State Streets and Highways Code, Section 36650.

Attached to this letter is a 2015 Annual Planning Report template specifically created for your BID which meets all of the State Law and City requirements. The template uses the 2015 projected budget from your BID's approved Management District Plan. For your convenience, an editable MS Word version will be emailed to you to incorporate the appropriate information as approved by your Board for 2015 including: 1) proposed changes to the boundaries and/or benefit zones, 2) proposed improvements and activities, 3) estimated cost of the programs and services, 4) method and basis of levying the assessments, 5) amount of surplus revenues from previous BID years and its planned expenditure, 6) amount of anticipated contributions, and 7) approval date of the 2015 budget/report by the Board.

Please note that the 2015 Annual Planning Report *must* be approved by City Council pursuant to State Law. If the 2015 Annual Planning Report requires revisions to meet State Law requirements and those revisions are not received in a timely manner, pending disbursements of District revenues may be withheld for non-compliance.

If you have any questions regarding your 2015 Annual Planning Report, please contact your assigned B.I.D. analyst, Eugene Van Cise, at (213) 978-1315.

Sincerely,

Miranda Paster, Division Manager
Neighborhood and Business Improvement District Division
Office of the City Clerk

Attachment

MCP:RMH:ev

cc: Honorable Tom LaBonge, Councilmember, District 4

Govt Parcels

[illegible]

November 1, 2014

Holly L. Wolcott, City Clerk
Office of the City Clerk
200 North Spring Street, Room 224
Los Angeles, CA 90012

Subject: Larchmont Village PBID 2015 Annual Planning Report

Dear Ms. Wolcott:

As required by the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650, the Board of Directors of the Larchmont Village Business Improvement District has caused this Larchmont Village Business Improvement District Annual Planning Report to be prepared at its meeting of **(Month/Day/Year)**.

This report covers proposed activities of the Larchmont Village BID from January 1, 2015 through December 31, 2015.

Sincerely,

(Authorized Signature)

(Print Name)

(Title)

Larchmont Village Business Improvement District

City of Los Angeles
Request for Waiver
Workers' Compensation Insurance Requirement

Business

Legal Name: Larchmont Village Property Owners Association

Address: 200 N. Larchmont Blvd.
Los Angeles, CA 90004

Legal Form ☐ Sole Proprietor ☐ Limited Partnership ☐ General Partnership ☒ Corporation
 ☐ Business Trust ☐ Limited Liability Company ☐ Other: Non-profit

Contact Person (Name and Telephone): Thomas Kneafsey 323-463-4220

City Reference

City Agency City Clerk Contact Name/Telephone Eugene Van Cise 213-978-1315

Document Reference: C-121635 Any work performed on City Premises? ☐ Yes ☒ No
(bid, contract, job no., location, etc.)

Nature of work to be performed for City: Administration of the Larchmont Village BID

Declaration:

With respect to the above-mentioned business, I hereby warrant that the business has no employees other than the owners, officers, directors, partners or other principals who have elected to be exempt from Worker's Compensation coverage in accordance with California law. I further warrant that I understand the requirements of Section 3700 et seq. of the California Labor Code with respect to providing Worker's Compensation coverage for any employees of the above mentioned business. I agree to comply with the code requirements and all other applicable laws and regulations regarding workers compensation, payroll taxes, FICA and tax withholding and similar employment issues. I further agree to hold the City of Los Angeles harmless from loss or liability which may arise from the failure of the above-mentioned business to comply with any such laws or regulations. I therefore request that the City of Los Angeles waive its requirement for evidence of Workers' Compensation insurance in connection with the above-referenced work.

Signature

Risk Management Approval:

Owner, Officer, Director, Partnership or other Principal

Title

Date

5/7/2018

City of Los Angeles Mail - Business Improvement District Funds Larchmont Village



Thomas Nelson <thomas.nelson@lacity.org>

Business Improvement District Funds Larchmont Village

Thomas Nelson <thomas.nelson@lacity.org>

Tue, Apr 25, 2017 at 8:17 AM

To: Thomas Kneafsey <Tom@metropolitanholding.com>, erin.dolan@dolanknight.com

Please see attached for available reimbursements.

Thank you,

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles



40T_Larchmont_Village.pdf
265K

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Neighborhood and Business
Improvement District Division
200 N. Spring Street, Room 224
Los Angeles, CA 90012
(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 4/20/2017

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Thomas Nelson, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

1 Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

City Parcel Payments 3/13/17

5,892.94

Available for Reimbursement

\$5,892.94

PRIVACY NOTICE

This message is intended for the use of the individual or entity to which it is addressed and may contain material that is privileged, confidential or exempt from disclosure under Federal or state law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is prohibited.



Thomas Nelson <thomas.nelson@lacity.org>

Larchmont Village Business Improvement District 18877

Thomas Nelson <thomas.nelson@lacity.org>

Thu, Dec 21, 2017 at 8:58 AM

To: Adriana Velazquez <adriana.velazquez@lacity.org>, Erin Dolan <erin.dolan@dolanknight.com>, Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>, Thomas Kneafsey <Tom@metropolitanholding.com>

Good afternoon,

The attach transmission sheet is sent to let you know that there are no available funds for this month.

Thank you,
Thomas Nelson

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles

 **40T_Larchmont_Village.pdf**
45K

HOLLY L. WOLCOTT
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FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 12/20/2017

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Thomas Nelson, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

No County Remittance

0.00

Available for Reimbursement

\$0.00

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Thomas Nelson <thomas.nelson@lacity.org>

Larchmont Village available funds for February 2018

Thomas Nelson <thomas.nelson@lacity.org>

Tue, Feb 20, 2018 at 1:38 PM

To: Adriana Velazquez <adriana.velazquez@lacity.org>, Erin Dolan <erin.dolan@dolanknight.com>, Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>, Thomas Kneafsey <Tom@metropolitanholding.com>

Good afternoon,

Please see attached transmission sheet for available reimbursement. Please attach this transmission sheet to the invoice you mail to us. Have a great day.

Thank you,
Thomas Nelson

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles



40T_Larchmont_Village.pdf
79K

HOLLY L. WOLCOTT
CITY CLERK

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EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



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(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 2/20/2018

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Thomas Nelson, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

County Remittance 1/19/20178	12,565.06
Accrued Interest 10/1/17 to 12/31/2017	21.76
Available for Reimbursement	\$12,586.82

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**COUNTY OF LOS ANGELES - AUDITOR/CONTROLLER, TAX DIVISION
CITY REMITTANCE ADVICE SUMMARY
F/Y 2017-2018**

DATE OF REMITTANCE: January 19, 2018

ACCT.#	DESCRIPTION	TYPE	2017-2018	2017-2018
			PROPERTY TAX REVENUE	SECURED 10% REVENUE
188.77	LARCHMONT VILLAGE BID	1%	-	-
		D/S	12,565.06	12,565.06
		AIR	-	-
		TL	12,565.06	12,565.06



Thomas Nelson <thomas.nelson@lacity.org>

Larchmont Village Funds Available for January 2018

Thomas Nelson <thomas.nelson@lacity.org>

Fri, Jan 19, 2018 at 2:32 PM

To: Adriana Velazquez <adriana.velazquez@lacity.org>, Erin Dolan <erin.dolan@dolanknight.com>, Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>, Thomas Kneafsey <Tom@metropolitanholding.com>

Good afternoon,

Please see attached transmission sheet for available reimbursement. Please attach this transmission sheet to the invoice you mail to us. Have a great day.

Thank you,
Thomas Nelson

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles



40T_Larchmont_Village.pdf
74K

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



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200 N. Spring Street, Room 224
Los Angeles, CA 90012
(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 1/20/2018

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Thomas Nelson, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

2 Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

County Remittance 12/20/2017

50,204.24

Less Recovery Cost for 2018

-3,951.08

Available for Reimbursement

\$46,253.16

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COUNTY OF LOS ANGELES - AUDITOR/CONTROLLER, TAX DIVISION

CITY REMITTANCE ADVICE SUMMARY

FY 2017-2018

DATE OF REMITTANCE: December 20, 2017

ACCT.#	DESCRIPTION	TYPE	2017-2018	2017-2018	2017-2018
			PROPERTY TAX REVENUE	SECURED 40% ADVANCE	DIRECT ASSMT BILLING (TAX)
188.77	LARCHMONT VILLAGE BID	1%	-	-	-
		D/S	50,204.24	50,260.24	(56.00)
		AIR	-	-	-
		TL	50,204.24	50,260.24	(56.00)



Thomas Nelson <thomas.nelson@lacity.org>

insurance expiration reminder

Edwin Hartoonian <edwin.hartoonian@lacity.org>

Fri, Apr 14, 2017 at 11:20 AM

To: Thomas Kneafsey <tom@metropolitanholding.com>, erin.dolan@dolanknight.com

Cc: Thomas Nelson <thomas.nelson@lacity.org>, Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>

Good morning,

Please see attached, the insurance expiration reminder for Larchmont Village.

Thank You,

Edwin Hartoonian

Accounting Intern



LARCHMONTE VILLAGE.pdf

363K

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles CALIFORNIA



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Los Angeles, CA 90012
(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

April 12, 2017

Thomas Kneafsey, President
Larchmont Village Property Owners Association
200 North Larchmont Blvd.
Los Angeles, CA 90004-3707

**SUBJECT: INSURANCE EXPIRATION DATES –
LARCHMONT VILLAGE BUSINESSS IMPROVEMENT DISTRICT**

A review of our records indicates the following insurance expiration date(s):

- ☒ General Liability Insurance Endorsement expiration date: 05/15/2017
- ☒ Directors and Officers Liability Insurance expiration date: 06/18/2017
- ☐ Workman Compensation Insurance Waiver expiration date: 02/03/2018

Please have your insurance agent submit the renewal certificate electronically through City's Track4LA Insurance Tracking System which is located on our website (<http://track4la.lacity.org>). The agent will get an approval number when the process is complete. In order for us to receive a copy of the confirmation automatically, please include our email addresses Rita.moreno@lacity.org and Edwin.Hartoonian@lacity.org in the renewal process

As outlined in the Contract No C-121635, it is your responsibility to make sure that your insurance requirements are in effect during the duration of the contract. Please understand that we are unable to process any payments until acceptable insurance is provided.

If you have any questions, please contact Rosemary Hinkson of my staff at (213) 978-1082.

Sincerely,

Miranda Paster, Division Manager
Neighborhood and Business Improvement Division

MP:RH:eh

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER



Thomas Nelson <thomas.nelson@lacity.org>

Business Improvement District Funds-Larchmont Village 188.77

Thomas Nelson <thomas.nelson@lacity.org>

Mon, Mar 20, 2017 at 1:59 PM

To: Tom@metropolitanholding.com, erin.dolan@dolanknight.com

Good morning,

Please see attached transmission sheet for available reimbursement.

Thank you,

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles

 **18877_Larchmont_Village.pdf**
416K

HOLLY L. WOLCOTT
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City of Los Angeles
CALIFORNIA



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FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 3/20/2017

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Thomas Nelson, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

2 Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

County Remittance 2/23/2017

15,167.00

Available for Reimbursement

\$15,167.00

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**COUNTY OF LOS ANGELES - AUDITOR/CONTROLLER, TAX DIVISION
CITY REMITTANCE ADVICE SUMMARY**

F/Y 2016-2017

DATE OF REMITTANCE: February 17, 2017

ACCT.#	DESCRIPTION	TYPE	2016-17	2016-17
			PROPERTY TAX	SECURED 1ST
			REVENUE	PAID
188.77	LARCHMONT VILLAGE BID	1% D/S AIR TL	- 15,167.00 - 15,167.00	- 15,167.00 - 15,167.00



Thomas Nelson <thomas.nelson@lacity.org>

Larchmont Village available funds for March 2018

Thomas Nelson <thomas.nelson@lacity.org>

Wed, Mar 21, 2018 at 8:17 AM

To: Adriana Velazquez <adriana.velazquez@lacity.org>, Erin Dolan <erin.dolan@dolanknight.com>, Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>, Thomas Kneafsey <Tom@metropolitanholding.com>

Good morning,

Please see attached transmission sheet for available reimbursement. Please attach this transmission sheet to the invoice you mail to us. Have a great day.

Thank you,
Thomas Nelson

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles



40T_Larchmont_Village.pdf
69K

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



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Neighborhood and Business
Improvement District Division
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Los Angeles, CA 90012
(213) 978-1099
FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 03/20/2018

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Nelson Thomas, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

County Remittance 02/22/2018

21,572.97

City Parcel Payments 2/14/2018

6,052.05

Available for Reimbursement

\$27,625.02

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**COUNTY OF LOS ANGELES - AUDITOR/CONTROLLER, TAX DIVISION
CITY REMITTANCE ADVICE SUMMARY
F/Y 2017-2018**

DATE OF REMITTANCE: February 20, 2018

ACCT.#	DESCRIPTION	TYPE	2017-2018	2017-2018	2017-2018	2017-2018
			PROPERTY TAX REVENUE	SECURED 1ST PAID	REDEMPTION MST 2ND QTR (TAX)	REDEMPTION MST 2ND QTR (PENALTY)
188.77	LARCHMONT VILLAGE BID	1% D/S AIR TL	- 21,572.97 -	- 18,276.21 -	- 2,792.90 -	- 503.86 -
			21,572.97	18,276.21	2,792.90	503.86



Thomas Nelson <thomas.nelson@lacity.org>

Larchmont available funds for November 2017

Thomas Nelson <thomas.nelson@lacity.org>

Tue, Nov 21, 2017 at 9:48 AM

To: Adriana Velazquez <adriana.velazquez@lacity.org>, Erin Dolan <erin.dolan@dolanknight.com>, Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>, Thomas Kneafsey <Tom@metropolitanholding.com>

Good morning,

Please see attach transmission sheet for available funds for the month of November. Please send us a invoice attention to Rita Moreno.

Thank you,
Thomas Nelson

--

Tom Nelson
Accounting Clerk
City Clerk NBIDS section
Los Angeles



40T_Larchmont_Village.pdf
42K

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Los Angeles, CA 90012
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FAX: (213) 978-1130

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

FACSIMILE TRANSMISSION COVER SHEET

DATE: 11/16/2017

TO: Erin Dolan, Management

FAX NO. (626) 584-0961

FROM: Adriana Velazquez, Accounts Payable

SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

Number of pages, including this cover sheet
Sent from fax number: (213) 978-1130
To request a retransmission, please call: (213) 978-1099

District Name: LARCHMONT VILLAGE

Account No.: 18877

Accrued Interest 7/1/17 to 9/30/17

78.95

Available for Reimbursement

\$78.95

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Rita Moreno <rita.moreno@lacity.org>

Fwd: Emailing - 1455_001.pdf

Thomas Kneafsey <tom@metropolitanholding.com>

Mon, Dec 5, 2016 at 5:29 PM

To: Rita Moreno <rita.moreno@lacity.org>, Erin Dolan <erin.dolan@dolanknight.com>

Rita,

As you know we have 25 stakeholders (24 private & 1 gov't). We had a very difficult time getting a date that works for a majority of property owners. Because the BID is small and most of the property owners have many investments it is difficult to get a date that works for the majority. This year was disrupted by the sudden death of Albert Mizrahi who is the largest property owner (4 out of 25) or 16%. The property owners know that our BID performs mostly maintenance issues, tree trimming, sidewalk cleaning, trash removal, etc and they seldom have any complaints. As a result other than communicating by email we never had an actual 2016 stakeholders meeting in a physical capacity. I guess you could say the meeting was virtual seeing as they have been in contact via email. Let me know if you need anything else. We are in the process of arranging an upcoming stakeholders meeting now that Mr. Mizrahi's son has advised us that he will be handling the family investments.

Tom Kneafsey

From: Rita Moreno [mailto:rita.moreno@lacity.org]

Sent: Monday, December 05, 2016 2:19 PM

To: Erin Dolan

Cc: heather@h-rpr.com; rebecca@h-rpr.com; Thomas Kneafsey

Subject: Re: Emailing - 1455_001.pdf

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Redacted]

[Redacted]



Rita Moreno <rita.moreno@lacity.org>

Fwd: Emailing - 1455_001.pdf

Thomas Kneafsey <tom@metropolitanholding.com>
To: Rita Moreno <rita.moreno@lacity.org>
Cc: Erin Dolan <erin.dolan@dolanknight.com>

Tue, Dec 6, 2016 at 9:16 AM

Yes that is correct.

From: Rita Moreno [mailto:rita.moreno@lacity.org]
Sent: Tuesday, December 06, 2016 9:11 AM
To: Thomas Kneafsey
Cc: Erin Dolan

[Quoted text hidden]

[Quoted text hidden]



Rita Moreno <rita.moreno@lacity.org>

Insurance Letter Expiration Reminder

Thomas Kneafsey <tom@metropolitanholding.com>

Fri, Feb 3, 2017 at 10:39 AM

To: Edwin Hartoonian <edwin.hartoonian@lacity.org>

Cc: Maximo Fortu <maximo.fortu@lacity.org>, Rita Moreno <rita.moreno@lacity.org>

Are you referring to all 3 or just the one that is checked?

Tom Kneafsey

PS: We have no employees so there is no need for WC

From: Edwin Hartoonian [mailto:edwin.hartoonian@lacity.org]

Sent: Friday, February 03, 2017 8:58 AM

To: Thomas Kneafsey

Cc: Maximo Fortu; Rita Moreno

Subject: Insurance Letter Expiration Reminder

[Quoted text hidden]



Rita Moreno <rita.moreno@lacity.org>

Emailing - 1762_001.pdf

2 messages


Thomas Kneafsey <tom@metropolitanholding.com>
To: Rita Moreno <rita.moreno@lacity.org>

Fri, Feb 3, 2017 at 12:47 PM

Call if you have any questions,

Tom Kneafsey

Larchmont BID

 **1762_001.pdf**
61K

Rita Moreno <rita.moreno@lacity.org>
To: Thomas Kneafsey <tom@metropolitanholding.com>

Fri, Feb 3, 2017 at 12:53 PM

Okay, thanks.

[Quoted text hidden]

--

Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
200 N. Spring Street, 2nd Floor #237
Los Angeles, CA 90012
Office (213) 978-1122
Fax (213) 978-1130



City of Los Angeles
Request for Waiver
Workers' Compensation Insurance Requirement

Business

Legal Name: Larchmont Village Property Owners Association

Address: 180 S. Lake Avenue #420
Pasadena, CA 91101

Legal Form ☐ Sole Proprietor ☐ Limited Partnership ☐ General Partnership ☐ Corporation
 ☐ Business Trust ☐ Limited Liability Company ☒ Other: Non-Profit

Contact Person (Name and Telephone): Thomas Kneafsey (323) 463-4220

City Reference

City Agency Office of the City Clerk Contact Name/Telephone Rita Moreno (213) 978-1122

Document Reference: C-121635 Any work performed on City Premises? ☐ Yes ☒ No
(bid, contract, job no., location, etc.)

Nature of work to be performed for City: Business Improvement District Administration

Declaration:

With respect to the above-mentioned business, I hereby warrant that the business has no employees other than the owners, officers, directors, partners or other principals who have elected to be exempt from Worker's Compensation coverage in accordance with California law. I further warrant that I understand the requirements of Section 3700 et seq. of the California Labor Code with respect to providing Worker's Compensation coverage for any employees of the above mentioned business. I agree to comply with the code requirements and all other applicable laws and regulations regarding workers compensation, payroll taxes, FICA and tax withholding and similar employment issues. I further agree to hold the City of Los Angeles harmless from loss or liability which may arise from the failure of the above-mentioned business to comply with any such laws or regulations. I therefore request that the City of Los Angeles waive its requirement for evidence of Workers' Compensation insurance in connection with the above-referenced work.

Signature



Owner, Officer, Director, Partnership or other Principal

Risk Management Approval:

President

Title

2/3 / 2017
Date



Rita Moreno <rita.moreno@lacity.org>

FW: Larchmont BID

3 messages

Thomas Kneafsey <tom@metropolitanholding.com>
To: Rita Moreno <rita.moreno@lacity.org>

Tue, May 8, 2018 at 10:10 AM

Hi Rita,

Who do I contact regarding the annual CPI changes for the coming year? Felicia Truong email did not go thru?

Tom Kneafsey

Larchmont BID

Thomas Kneafsey

200 No. Larchmont Blvd.

Los Angeles, CA 90004-3707

(P): 323-463-4220

(F): 323-463-4412

From: Thomas Kneafsey [mailto:tom@metropolitanholding.com]
Sent: Tuesday, May 08, 2018 10:03 AM
To: 'Felicia Truong' (Felicia.Truong@lacity.org)
Subject: Larchmont BID

Hi Felicia,

When is the annual update for assessments. Please let me know.

Thanks,

Tom Kneafsey

Larchmont Assessment BID

Thomas Kneafsey

200 No. Larchmont Blvd.

Los Angeles, CA 90004-3707

(P): 323-463-4220

(F): 323-463-4412

Rita Moreno <rita.moreno@lacity.org>
To: Thomas Kneafsey <tom@metropolitanholding.com>

Tue, May 8, 2018 at 10:16 AM

Hi Thomas,

The data with assessment amounts is due June 1. I'll be sending out reminder letters this week. The assessments should reflect the increase approved by your board.

Let me know if you have any further questions.

Thank you.

Rita

[Quoted text hidden]

--

Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
200 N. Spring Street, 3rd Floor #395
Los Angeles, CA 90012
Office (213) 978-1122
Fax (213) 978-1079



Thomas Kneafsey <tom@metropolitanholding.com>
To: Rita Moreno <rita.moreno@lacity.org>

Tue, May 8, 2018 at 10:19 AM

Thanks Rita.

From: Rita Moreno [mailto:rita.moreno@lacity.org]
Sent: Tuesday, May 08, 2018 10:16 AM
To: Thomas Kneafsey
Subject: Re: FW: Larchmont BID

[Quoted text hidden]